

Travel Request Form

Email completed form to wsutravelfoffice@wichita.edu

Email Receipt(s) & Supporting Documentation to receipt@ca1.chromeriver.com

Select the corresponding box for the request: Pre-Approval (PA) Expense Report (ER)

Traveler Name _____ Traveler myWSU ID _____

Business Purpose: _____

Fund/Org: _____

Are you traveling with Student(s)?

Yes No

Is there personal time during this business trip?

Yes No

Have all of your receipts been loaded in Chrome River's Wallet?

Yes No

Destination: _____

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Pre-Approval Request: Enter estimated amounts in the corresponding column for the expected payment method in the Comments below if neither method will be used.
 Expense Report Request: Enter actual amounts spent in the corresponding column in the Comments below if neither method was used.

Estimated or Actual Expense	Personal Funds	Traveler's WSU Pcard
Airfare		
Baggage		
Conf. Registration/Training		
Hotel		
Vehicle Rental		
Gasoline for Vehicle Rental		
Parking		
Toll(s)		
Taxi		
Other (explain)		

Meal(s) provided ~ the corresponding Date(s): Example: continental breakfast at hotel 7/24/19, dinner 7/25/19

Requested Miles & Destination(s)

Comments: